1. INTRODUCTION

The University of the Virgin Islands provides students with an opportunity to gain knowledge through a formal and informal classroom environment thus promoting student learning and development that is purposeful and holistic. Programs are planned and implemented collaboratively by students, staff and faculty that reflect the institution’s ideals and enhance the recruitment and retention of students while instilling a sense of self worth and pride. Recognizing the rich cultural, athletic, academic and social interest of our students, we encourage programs that promote the diversity of student needs. Joining an organization, representing your peers, or actively participating in your college experience provide means to socialize, develop leadership skills and achieve personal and educational goals.

The Student Activities Supervisor coordinates student activities and we encourage you to “Get Connected.” The Office is located in the Activities Center between the Middle and North Residence Halls on the upper half of campus.

Contact us: 693-1111 (24-hour audix for messages) e-mail: jviolon@uvi.edu Fax: 340-693-1105

11. MISSION STATEMENT

The mission of the Student Activities Office is to complement the academic program of studies and enhance the overall learning experience of students through the development of, exposure to and participation in social, cultural, intellectual, student governance and recreational programs.

111. GOALS

Our main goals focus on the development of student leadership skills and promotion of quality campus programs that are engaging, developmental and experiential. Through the assistance of student organizations, advisors & other campus resources, we aspire to:

1. To develop, enhance and promote student leadership skills
2. To promote enriching program and experiences
3. To encourage self directed activities that serve to improve campus life
4. To provide access to quality service and recreational facility

IV. ANNUAL STUDENT LEADERS EVENTS

-September 15th is the Fall Organization Registration deadline/ late registration is January 21st
-September Nuts-n-Bolts Executive Orientation
-September meeting of Advisors
-September/October Activities Fair
-Student Leadership Development Training in January
-Graduating leaders Exit Survey
V. STUDENT ACTIVITIES PUBLICATIONS

The Student Activities website can be found on the main website at www.uvi.edu. It provides information on all areas covered by the Student Activities Office, to include:

SGA
List and Contact information for SGA Executive officers
Profile of Student Council members
Contact information for SGA Standing Committee chairpersons
Student Representatives to UVI Standing Committees
Student Government Handbook
Student Government brochure/application form
SGA Request for funding application

Student Organizations
Contact information for registered student Clubs/Organizations
List and purpose of currently registered student organizations
Forms for Student Organization operations
Student Activities Handbook

Miss UVI
Qualifications for Miss UVI
Application form
Show segments
Duties and Responsibilities of Miss UVI

Calendar of Events
Calendar of major University events with a listing of student related activities, by date.

Campus Activities Board (CAB)
The Campus Activities Board is a student-run activities planning board financed by your student activities fees. The members plan, implement and evaluate programs and that build upon campus traditions, create new and innovative experience, and improve campus morale.

The Master Calendar
A hard copy calendar located in the Student Activities Office that logs student sponsored events and special requests. It is updated daily.

VI. STUDENT ACTIVITIES BULLETIN BOARD

The Student Activities Bulletin Board is located in the Student Activities Center. Information and articles of interest to students are posted. All signs must be neat and complete with accurate details. Notices must indicate the organization/group responsible for the activity with information on date, time and place or a contact name and number. Clubs and Organizations are expected to remove signs/posters when their activity/event has ended.
V11. AREAS OF MAJOR STUDENT ACTIVITY:
STUDENT ACTIVITIES CENTER AND THE DINING PAVILION

Places where students can gather for conversation and relaxation include the Student Activities Center and Dining Pavilion. Occasionally there are planned formal and informal social, recreational and educational activities in these areas. Students are expected to care for the equipment and furniture in these areas. Balls, sticks and paddles as well as other sport equipment and table games can be signed out of the Student Activities Office. Please note that students may not schedule programs/meetings in the Student Activities Center or Dining Pavilion without receiving approval from the Student Activities Office. Notices of events scheduled in these areas are to be posted 24 hours in advance.

Activities Center (open daily Sunday thru Thurs 7am-12 midnight and Fri-Sat 7am-2am)
*Pool Table  *Table Tennis Table  *TV/Satellite  *Air hockey table  *Microwave Oven
*Commuter Lockers *Water Cooler * Vending Machines *Bathroom Facilities *Mailboxes

V111. ACTIVITIES FEES

All students, part time and full time, are now required to pay a student activities fee of $20. All students are thus required to have a UVI I.D and can register for a campus mailbox assignment. Your I.D. can be used for security purposes, to utilize the Computer Lab and for special student discounts at UVI functions and in the community. Mailbox assignments are made through the University’s Mail Clerk located in the Student Activities Center next to the Mailboxes. In addition, part time and graduate students can now vote for student representative to the UVI Board of trustees. Students can now join UVI registered student organizations as well as serve in an executive capacity for these organizations. A list of registered student organizations is available online with a brief description of the organization and contact information. Representatives of registered student organization constitute the Activities Board responsible for deciding how these funds are to be used.

IX. LOCKERS

Lockers are located in the Student Activities Center. Lockers are limited and available to matriculated commuting students. Students must supply their own locks and sign for the locker when it is assigned and then at the end of the year when the locker is cleared.

X. STUDENT ORGANIZATION REGISTRATION PROCEDURES

NOTE, FIRST OF ALL THAT YOU WILL BE EXPECTED TO:
1. Read all correspondence, brochures and handbooks given to you
2. Follow all rules and regulations that govern Student Organization operation
3. Work closely with your Advisor(s) in furtherance of your organization’s goals
4. Open a UVI account if you plan to operate fiscally. A Signature Card with the signatures of those authorized to sign fiscal documents will update or initiate an organization’s account
5. Complete one community project each semester
- One at UVI and one in the general V.I./Caribbean community

6. Attend training workshops, participate in Activities Fair and submit name of organization representative to the Campus Activities Board.

7. Submit an Annual Organization Report due in the Spring by the last day of classes to include:
   * list of activities/programs for the year
   * list of active members
   * financial report
   * general comments
   * list of officers for the upcoming year, including off-campus mailing address and telephone numbers.

HERE ARE SOME SIMPLE STEPS TO FOLLOW:

1. Complete an Organization Registration Form
2. Prepare a Constitution
   (If there are no changes to your last constitution on file, you may opt to use it)
3. If you plan to operate fiscally, complete a signature card. Note that your organization cannot reserve dates for fundraisers on the master calendar until this card is submitted.
4. Submit Organization Registration Form and Constitution to the Student Activities Office by September 15th. If you miss the Fall registration, the late deadline in the Spring is January 21.

WHAT’S NEXT:

1. SGA President and Student Activities Supervisor sign Registration Form
2. A copy of the approved Registration is returned to the Organization’s President along with:
   - An Activities Handbook with accompanying forms
   - A master calendar of events for the year
   - Signature Card copy - if submitted
   - A year planner
   - An Advisor’s Brochure
3. Look out for notices on the Executive Orientation and the Meeting for Advisors.

X1. PROCEDURES FOR APPLYING TO HOLD AN ACTIVITY

The Office of Student Activities is responsible for coordinating campus activities. Bonafide student organizations that wish to sponsor an activity must first discuss their proposal with their advisor.

Applications for Activity Approval are to be completed and signed by the organization’s Advisor, President and the person in charge of the activity at least two (2) weeks in advance for major activities, such as parties, shows, and off-island travel (see guide sheet) and one week for all others.

After careful examination of the application to ensure that all requirements have been met, consideration will be given. No activity is to be held without confirmation from the Student Activities Office via a signed approved copy of the application.

Organization leaders are expected to submit a report of any unexpected event occurring during the course of an activity held on or off campus. In any such event, the first person to contact is campus
security (DIAL 0 for campus security on intercampus phone or dial 776-9200 or 693-1532). Security personnel will take the necessary precautions and contact appropriate officials based on the nature of the incident.

**Reservation of Facilities**

To facilitate the process for clubs and organizations, reservation of all facilities, including classrooms and recreational facilities will be made through the Student Activities Office. Group representatives must travel with the Activity Approval Form. It is wise to call Security (693-1530) to remind them to open the venue. It is the organization’s responsibility to contact Security at the end of the function to secure the site. Note the general contact for each venue.

**Classrooms**: Contact Ms. Denisa Wattley at 693-1159

**Recreational facilities**: Contact Athletics Department at 693-1199
Recreational facilities include Brewers Bay beach, the golf course, the tennis court, the Sports and Fitness center, the softball and soccer fields.

**Recreation Center**: Contact Carolyn Wattley at 693-1120

**Activities Center**: Contact Ms. Junie Violenes at 693-1111

**Cafeteria**: Contact Aneka Francis at 693-1110
This site requires a $100.00 security deposit for major activities in the form of a check requisition that is returned if conditions are satisfactory. Users are responsible for professionally cleaning the facility after use.

**Resources Available to Organizations** (Check the Inventory List on Line)

- Mailboxes (Organizations should reserve a mailbox if all Exec. Members reside off-campus)
- Liaison to Physical Plant, Food Services, and Security
- Reservation Forms for campus facilities and other approval/requisition forms
- Equipment and supplies for campus-related events to include: coolers, ice, cash pans, money bags, tables, table cloth, entrance stamps, popcorn machine, extension cords, games, athletic equipment, cameras, developmental/motivational videos, metal scanner, etc.

*UVI Student Groups cannot use UVI’s official letterhead. Groups are encouraged to create their own individual letterhead.*

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**Policies Affecting Major Events - Parties, Variety Shows, Programs and Off Island Travel**
1. Parties must end at 3:00am
2. Parties cannot be held more than once on the same weekend.
3. Groups are responsible for hiring additional security for parties and dances.
4. All materials should be checked out of the Student Activities by 4:00pm on a regular working day and must be returned by the next working day.
5. Arrangements must be made for a security safe deposit on campus at the end of the function.
6. All monies collected or deposited in the safe should be deposited in the Accounting area of the Business Office by midday of the next working day, to reduce the security risk to student holding money on their person.
7. Travel outside the VI may require two forms of identification. Students traveling should walk with their validated UVII.D. and medical card. F-1 students are advised to check with the Registrar’s Office before travelling off-island. Most international travel requires a valid passport.

BEFORE:
- Submit Activity *Approval Forms two (2) weeks in advance
  1. cleaning and security deposit $100 Pavilion)
  2. Check Requisition to cover expenses
  3. Permission request to serve alcohol on campus is available through the Associate CEA for Student Affairs at EXT 1120/1
     (Requires submission two weeks before)
  4. Name of Advisor who will be supervising the function
  5. Name & phone numbers of police officers if the event is a late night activity where money is collected.

DURING/AFTER
1. Set up site
2. Serve drinks in plastic cups only
3. Dispose of garbage and remove it from the site
4. Pick up cups and debris from the facility and surrounding areas
5. Accompany Security to make overnight deposit
6. Report any incident that occurs to Student Activities Office by the next working day

X11. FINANCIAL PROCEDURES

Funds collected by all student organizations must be deposited in the University’s Accounting Office. These funds can be removed from the organization’s account by a Check Requisition form signed by the organization’s President, or Vice President, Treasurer and Advisor before turning in to the Student Activities Office. Check Requisition Forms should be submitted at least two weeks before the date needed. Consultative services are available through the Student Activities Office, where the fiscal document must be approved before being processed by the Accounting Office. Check requisition must include the name, address and social security number of the person who will be cashing the check, along with the organization’s account number and name and account description. Check requisitions to businesses or vendors must include a certified name and address.

Funds collected from activities must be deposited into the University’s Accounting Office within
(24) hours. On the weekend, large collections are to be deposited directly into the safe on campus. Students should not keep large sums of money that belong to Organizations in their rooms or on their person, as they are personally liable in the event of loss or theft.

X111. FINANCIAL RESPONSIBILITIES

a. Do not obligate more than your organization can afford!
b. Except SGA, all groups must pay for supplies/services up front - bookstore, printing, meals & cafeteria services, on and off island purchases.
c. At the end of major functions, cash in a locked moneybag can be secured in a safe on campus. The group must identify an individual who will contact the UVI Security on duty at the function. The individual will accompany Security to the safe where Security will open the safe. The individual will deposit the locked bag and leave with the key to the bag. The organization must contact security by midday of the Monday following to pick up the bag with money. The key and bag are to be returned to the Student Activities Office once the cash has been deposited at Accounting. The University will not be responsible for money left in the safe.
d. Student groups wishing to approach vendors and businesses in the community for contributions of any sort must complete the necessary request for external support. A list of these vendors and businesses must be submitted with the form. This request is submitted to the Associate Campus Administrator for Student Affairs in Gordon House, located above the main laundry and Health Services before being submitted to Institutional Advancement. For more information contact Mitchell Neaves at 693-1046.

Chart of accounts commonly used by groups and organizations

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>70310</td>
<td>Non USVI Transportation</td>
</tr>
<tr>
<td>70312</td>
<td>Non USVI lodging &amp; Subsistence</td>
</tr>
<tr>
<td>70313</td>
<td>Non USVI Other Travel Expenses</td>
</tr>
<tr>
<td>70353</td>
<td>USVI Travel Expenses</td>
</tr>
<tr>
<td>70351</td>
<td>USVI Travel-Transportation</td>
</tr>
<tr>
<td>70353</td>
<td>USVI Travel Expenses</td>
</tr>
<tr>
<td>70400</td>
<td>Hospitality</td>
</tr>
<tr>
<td>70630</td>
<td>Long Distance Phone Service</td>
</tr>
<tr>
<td>70670</td>
<td>Fax Charges</td>
</tr>
<tr>
<td>70820</td>
<td>Express Mail</td>
</tr>
<tr>
<td>70855</td>
<td>Other Postage</td>
</tr>
<tr>
<td>70920</td>
<td>Membership Dues</td>
</tr>
<tr>
<td>70940</td>
<td>Subscription</td>
</tr>
<tr>
<td>70980</td>
<td>Advertisement &amp; Promotion</td>
</tr>
<tr>
<td>72000</td>
<td>Printing Contracted</td>
</tr>
<tr>
<td>72020</td>
<td>Printing-In-House</td>
</tr>
<tr>
<td>72040</td>
<td>Consulting Fees &amp; Honoraria</td>
</tr>
<tr>
<td>72040</td>
<td>Consulting Fees &amp; Honoraria</td>
</tr>
<tr>
<td>72100</td>
<td>Security Services</td>
</tr>
<tr>
<td>70120</td>
<td>Custodial Services</td>
</tr>
<tr>
<td>70140</td>
<td>Food Services</td>
</tr>
<tr>
<td>70150</td>
<td>Data processing</td>
</tr>
<tr>
<td>70180</td>
<td>Performance/Entertainment</td>
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<tr>
<td>70199</td>
<td>Other Contractual Services</td>
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<tr>
<td>72520</td>
<td>Rentals of Equipment Expenses</td>
</tr>
<tr>
<td>72854</td>
<td>Prizes and Awards</td>
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<tr>
<td>72899</td>
<td>Other Miscellaneous Services</td>
</tr>
<tr>
<td>72950</td>
<td>Other Materials and Supplies</td>
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<tr>
<td>73000</td>
<td>Stationary &amp; Forms</td>
</tr>
<tr>
<td>73020</td>
<td>Misc. Office Supplies</td>
</tr>
</tbody>
</table>

XIV. ROLE OF ORGANIZATION ADVISOR

Advisors are full time UVI faculty and staff members who have been invited by an organization to
counsel. The person selected should be highly interested in the work of the organization and should be willing to attend meetings and be present at major activities sponsored by the organization.

The advisor’s signature is required on all Activity Approval Form(s) and Check Requisition Forms. This is to ensure that the advisor is cognizant of the activities that the organization is undertaking. Advisors are encouraged to contact the Student Activities Office for guidance and attend an orientation meeting where UVI procedures and expectations are outlined.

**XV. RESPONSIBILITIES OF AN ADVISOR TO STUDENT ORGANIZATIONS**

Advisors are expected to:
* Ensure that meetings are properly scheduled and conducted. Serve as a resource person at executive and group meeting as well as attend major functions sponsored by the organization.
* Encourage and assist the organization in the setting of group goals. They should assist students in the planning and carrying out of a well-balance program of activities.
* Work with officers to promote an efficient and effective administration for the organization.
* Sign all Activity Approval and Check Requisition Forms that indicates knowledge of budget matters.

Advisors should be aware of and be able to interpret University policies and regulations that govern student organizations. There may be occasions when they may have to advise a group on the legal ramifications of an activity.

Advisors who no longer have the time to effectively advise a group may need to determine whether or not they can continue to serve as advisor, they may want to consider co-advising. If the interest is high, but time is limited, they may want to consider co-advising with another faculty/staff member.

In the event that an advisor resigns his/her position as advisor, he/she shall inform the organization and the Student Activities Supervisor of the decision. This information must be forwarded to the Student Activities Office. The advisor’s assistance in recommending a new advisor would be helpful.

**XVI. SUPPORT FOR ADVISORS**

Procedures relating to student organizations are administered through the Student Activities Office. Advisors and all members of student clubs and organizations are responsible for understanding and following the policies and procedures as put forth in the Student Handbook and the Student Activities Handbook. Any needed interpretation of policies and procedures can be obtained through the Student Activities Supervisor.